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15 JAN 1964

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Logistics Economy Measures

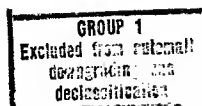
REFERENCE : Action Memo No. A-334 dtd 13 Dec 63  
to DD/S fr Ex Dir-Compt, subj:  
"Economy Measures"

1. This memorandum is in response to Paragraph 2.a. of the reference. I will submit the response to Paragraph 2.b. of the reference separately at a later date.

2. The review of stocks of materials under the jurisdiction of the Office of Logistics has been a continuing function. The review is made in coordination with the Agency element having cognizance over or principal use of the material. While our objective has always been to stock only those items for which there are legitimate and recurring demands, I believe we can accelerate and intensify our review in the light of the present economy program. During the review special attention will be given to fringe items having no direct bearing on support of operations. Items such as suitcases, cameras and field glasses will be issued strictly for operational use. Headquarters Notice  regulates such issues.

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of Logistics is pursuing this matter with the Agency elements concerned in order to obtain greater utilization or reduce the number of vehicles. Present Agency policy does not permit overseas shipment of a privately-owned vehicle for any individual who is assigned an Agency vehicle for his exclusive use except that in unusual circumstances shipment may be approved by the Chief of the operating division. The Agency's overseas activities now utilize approximately  sedans and station wagons. Reports on their utilization are not now submitted to Headquarters. I have asked the Director of Logistics to initiate immediately a review of the utilization of these vehicles in order to obtain better utilization and reduced numbers of vehicles.

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4. We have already instituted measures to effect economies in building operations. Reductions are anticipated in the following:

- a. Telephone service.
- b. Expenditures for rugs, draperies and executive furniture.
- c. Expenditures for building alterations.
- d. Guard post expenditures.

I have asked the Director of Logistics to examine GSA maintenance and service standards which are, in some cases, lower than those used by the Agency in order to determine whether or not economies would be feasible. The Public Buildings Service expects to forward to all agencies within the next few days a notice calling for turning off lights after office hours. Previously, this was not considered feasible because of the number of burned out lights which this action has caused. However, improved ballast is expected to eliminate this inefficiency.



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6. The Office of Logistics now provides procurement personnel for T/O slots under the jurisdiction of several Agency components. I have asked the Director of Logistics to study this situation in order to determine what savings and benefits the Agency could derive from a centralized procurement program with all procurement slots and procurement personnel under the jurisdiction of the Office of Logistics.

7. We now have in various stages of planning several real estate and construction projects which, in my judgment, warrant examination in the light of the President's economy program. The Director of Logistics will immediately review such projects in cooperation with the Agency elements having principal interest in order to determine what might be eliminated or deferred.

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Signed

of **Richard White**  
Deputy Director  
for Support

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